

Special Events and Recreation Facility Policies & Procedures

GENERAL POLICY STATEMENT

The City of Rochester sponsors and encourages its citizens to sponsor special events that enhance the quality of life for residents of the entire metropolitan community and facilitate the use of City-owned recreation and park facilities. The City has established policies and procedures to ensure the success of such events by providing:

1. A system for advance planning;
2. Standard information and basic ground rules that allow City special events sponsors and facility users to achieve their mutual goals.

GENERAL INFORMATION

The City provides a wide variety of facilities and services for special events and general leisure time use. Individuals or groups wishing to make use of City facilities, equipment and/or services may apply through the Department of Parks, Recreation & Human Services, Bureau of Parks & Recreation or Office of Special Events.

OBTAINING/SUBMITTING APPLICATIONS

The City's Department of Parks, Recreation and Human Services, **Office of Special Events** is responsible for distributing, receiving and processing all applications for special events and for coordinating review of applications by appropriate City departments. The Office of Special Events is located in Room 222B, City Hall, 30 Church Street, Rochester, New York 14614. The office's hours of operation are 9 a.m. to 5 p.m. Monday through Friday. For additional information, please call 428-6690.

The City's Department of Parks, Recreation and Human Services, **Bureau of Parks and Recreation** is responsible for distributing, reviewing, and processing all applications for the use of athletic, recreation and park facilities. The Bureau's main office is located 400 Dewey Ave., Rochester, New York 14613. The Bureau's hours of operation are 8 a.m. to 5 p.m., Monday through Friday. For additional information please call 428-6755.

Applicants are encouraged to submit applications at the appropriate office as described above. However, applications will be accepted at either location.

APPLICATION PROCESSING TIME FRAME

While all special events require the same application, the application review period and required permits(s) may vary depending on the type and location. No events should be publicized until the applicant has received all necessary permits and approvals from the city. Permits and approvals for events, facility use or support services are issued on a first-come, first-served basis. Applications should be submitted within the time frames specified for the types of events proposed. When a request to close a street is being submitted, the applicant must submit a supporting petition containing the signatures of 60% of the residents/landowners signatures of the street being closed. With the exception of a parade, the petition is required regardless of whether an event or street closing has been held there before.

EVENTS REQUIREMENTS AND DEFINITIONS:

Permits are required for activities that are special events and for reserved use of recreation and park facilities.

Entertainment License: The general rule is that if you are on private property and are offering

live entertainment to the public you are required to secure an entertainment center license prior to offering entertainment. For specific details call the Rochester Police Department License and Warrant Division at 428-1350.

Following are categories that are referred to as “special events” and their specific timelines and requirements:

Four (4) months prior for:

***Festivals**

An event is defined as a festival if one or more of the following activities occur :

- An admission fee is charged
- Vendors sell products/wares
- Carnival games/amusement rides are offered for a fee
- Attendance is double the estimated population in the area where the event is to be held
- Purpose of an event is a fundraiser
- Interference with parking and safe movement of pedestrians and/or vehicular traffic in the area
- When alcoholic beverages are being sold

Insurance, support services costs are determined upon evaluation of level of services needs.
Sign-offs for street closures (currently in place) must be 60% of closure area.
Notification must be 100% of enclosure area.

***Mega Festivals**

A mega festival is a festival which also has these elements:

1. Anticipated attendance of event is over 5,000 people
2. Primary event hours are daytime hours (10am-6pm)
3. Any sales of alcoholic beverages are confined to specific beer gardens within festival perimeters

The sign-off requirement for such mega festivals may include neighborhood and/or business associations signing off on closures in lieu of individual addresses. It is the role of such neighborhood associations and/or business associations to represent consensus of the individuals within the closure area.

The Commissioner of Parks, Recreation and Human Services will determine which streets/addresses are included in the Neighborhood affected by the event based upon consideration of traffic patterns and natural neighborhood boundaries. Once approved, the promoter shall ensure 100% notification of all occupants of the area where the event will be held.

Examples of mega festivals are:

Lilac Festival

Corn Hill Arts Festival

Park Avenue Arts Festival

*** Mega Night Life Festival**

A mega night life festival is a mega festival which also has these elements:

1. Anticipated attendance of event is over 5,000 people
2. Primary event hours are evening hours/purpose of event is “night life”

3. Alcoholic beverages are being sold openly throughout the festival perimeters, the entire festival area is the "beer garden enclosure"

Sign-off on street closings must include 60% sign off approval of the occupants on the street(s) to be closed AND pay special attention to buildings with multiple dwellings and businesses under one street address. It will be the responsibility of the promoter to provide names of all businesses and number of residents in all multiple dwelling units to the City. The promoter will mail (or deliver) a letter of notification to each occupant. This letter will contain a postcard for the occupant's sign-off approval or objection to the event. Postcards will be returned to the City staff person assigned to the event. The City will tally the pro/con responses. A majority (over 50%) determines whether that one street address is for or against the event.

Sign Off Procedure for Multiple Mega Festivals

If more than one mega festival is planned in one calendar year, in addition to the 60% sign-off approval of the occupants on the street to be closed, a 60% sign-off approval by occupants of the affected neighborhood must also be obtained. The Commissioner of Parks, Recreation and Human Services will determine which streets are included in the neighborhood affected by the event based upon considerations including traffic patterns and natural neighborhood boundaries. Once approved, the promoter shall notify 100% of neighborhood occupants of the event.

Two (2) months prior for:

***Runs/Walks:** All residents, churches and businesses in the affected permit area must be notified and/or sign a form indicating that they've been notified of time, date and route by the applicant as a condition of permit approval; also Certificate of Insurance is required for races. Per ordinance #85-10 there may be a Police fee charged for the event. All walks take place on sidewalks.

***Fireworks displays**

***Street parades:** All residents, churches and businesses in the affected permit area must be notified of time, date and route by the applicant as a condition of permit approval.

Twenty (20) working days prior for:

***Openings**

***Dedications**

***Sidewalk marches or motorcades**

***Block Parties:** A block party is defined as an event which is organized and held by residents of a street as a SOCIAL event. No attendance or participation fees are charged. However, food, goods and services are often donated to support the event. If Block Party attracts people beyond the street, the event is NOT considered to be a block party.

***Educational or Church processions:** You may be directed to use sidewalks due to public safety conditions and manpower.

Minimum of 10 working days prior for:

*** Use of public parks**

***Use of athletic/recreation facilities**

***Erecting tents on public or private property:** Note: Permits for erecting tents are issued by the Department of Community Development's Permit Office, Room 121B, City Hall. A fee is required when erecting a tent. For details call 428-7037 for Fire Safety information and 428-7043 for Zoning information.

***Setting up amusement rides on public or private property:** Note: Permits for setting up amusement rides are issued by the Department of Community Development's Permit Office, Room 121B, City Hall. For additional information, call 428-7043.

SALE OF FOOD

Where food is to be offered for sale, organizers are responsible for obtaining appropriate permits a minimum of 20 working days prior to the event from the Monroe County Health Department, 111 Westfall Road, Rochester, N. Y. 14620 (274-6064). The sale of food in a public park or City right-of-way also requires:

1. A vending permit issued by the City Treasurer's Permits/Licenses Office (428-6617); and
2. A permit issued by the Department of Parks, Recreation & Human Services, Bureau of Parks and Recreation (428-6755); and
3. Notify the City's Fire Marshal's Office (428-7037) of the vending date(s) and location(s) for on-site fire safety inspection which is required for all heat-producing devices and activities.

RELEASE AND INDEMNIFICATION

All applicants are required to complete and have notarized a Certificate of Release and Indemnification. The certificate is included in the permit application package.

INSURANCE

Special events organizers may be required to carry liability insurance coverage in the amount of at least One Million Dollars (\$1,000,000) single limit, covering both bodily injury and property damage during the term of the event. Insurance limit may be increased depending on the nature, size and risk of the event. (Note: This requirement does not apply to parades.) The certificate must contain:

1. A clause specifically naming the City of Rochester, N.Y. , as an "Additional Insured";
2. Provision for ten (10) days prior written notice to the City of Rochester if the policy expires or is canceled or changed;
3. No exclusions in the insurance coverage regarding municipally owned or leased property or municipal operations or personnel, employees, licensees or agents.

SERVICE/EQUIPMENT AVAILABLE

All City support services will be provided during the normal work hours whenever possible.

Generally speaking, services and equipment which the City can provide on a first-come, first-served basis include: Snow fence, barricades, cardboard litter baskets, refuse roll-off, show wagon and police special attention. There are fees for rental of equipment (see *Application for a Special Event*).

The permit holder is responsible for payment for any damages to area and equipment.

The City cannot provide picnic tables, sound equipment, tables and chairs, lighting, portable restrooms, ropes, stanchions, extension cords, pianos or platform stage.

Permits involving certain facilities, special equipment, services, tents, and amusement rides also require a fee. Call 428-6755 or 428-6690 for details.

FEES AND CHARGES:

Processing fees for special events are based on the type of event you are planning. For these fees please refer to the "Application for a Special Events" or by calling 428-6690.

Processing fees for recreation centers and parks facilities are required. Call 428-6755.

The cost of lost or damaged City equipment is the responsibility of the permit holder.

CHARGEBACK FOR POLICE SERVICES

Resolution 85-10 passed by City Council on February 19, 1985, established the policy for police services at events and the costs for those services. The Police Department reviews all applications and determines which police services the event requires, and if necessary, the amount of security services for the event.

1. For road races, runs or walks, the City shall charge for all police overtime costs beyond eight (8) hours of overtime costs.
2. For neighborhood festivals, the City shall charge all overtime costs beyond sixteen (16) hours of overtime costs.

Use of Private Security

In reviewing applications, the Police Department may require the applicant to provide internal security. Private licensed and bonded security may be used to meet these requirements. All costs are the responsibility of the permit holder.

CLEAN-UP

Permit holders are responsible for providing clean-up during and following the event. If it becomes necessary for the City to clean up any given area, the permit holder will be billed for all costs of the clean-up.

RESTROOMS

Organizers of special events may be required to provide portable toilets or make arrangements for restroom facilities as required by State and County Health regulations.

STATE HEALTH DEPARTMENT PERMIT

In accordance with Part 18 of the New York State Sanitary Code, if an event is likely to attract over 5,000 people (present at one time), a New York State Health Department "*Permit for a Public Gathering*," must be obtained. If the event is not likely to attract over 5,000 people, it is recommended that provisions be made for emergency medical services.

The application for this permit must be filed no later than the earlier of five (5) working days before the first day of advertising or fifteen (15) working days before the first day of the event. A fee will be assessed for some events under this permit. Applications may be obtained from the New York State Department of Health, 42 South Washington St., Rochester, N.Y. 14608 (423-8034).

CRITERIA FOR APPROVAL/DISAPPROVAL

In issuing a permit for a special event, the City considers whether:

1. The event is reasonably likely to cause injury to persons or property, create a disturbance, cause disorderly conduct or encourage or result in violation of the law;
2. The event will substantially interfere with the safe and orderly movement of pedestrians and vehicular traffic in the area;
3. The proposed location is adequate for the size and nature of the event;
4. The event does not unreasonably interfere with the intended use of the area; e.g. Athletic fields, picnic areas, etc. (Note: Use of some park areas for other than intended use is limited to an aggregate of 72 hours per year)
5. City equipment and services are available.

REQUIRED APPROVALS/APEAL PROCESS

The application review process begins when City Office of Special Events has received a completed application.

Applications for special events must be approved by all appropriate offices.

In the event that an application is denied, the applicant may appeal to the Mayor in writing within five (5) days of denial.

NOISE ORDINANCE

The City of Rochester has a noise ordinance which prohibits excessive noise. For details, see Chapter 75 of the Municipal Code, particularly Section 75-12 relating to sound reproduction devices.

ALCOHOLIC BEVERAGES

Section 44-9 of the Municipal Code prohibits the consumption and possession of open containers of alcoholic beverages in public places.

PUBLIC PLACE- Any area or building operated or controlled by or on behalf of any overnment,municipality or public authority or corporation within the boundaries of the City of Rochester, or portion of such place, which is generally accessible to the public, including but not limited to streets, sidewalks, skywalks, parking garages and lots, parks, playgrounds, recreation areas, cemeteries, places of employment or operations and schools and school grounds.

Under certain limited circumstances, permits for alcoholic beverage consumption may be granted, but only in conjunction with a permit granted for a primary activity for the use of certain facilities.

Permits for alcoholic beverage sales on city property are restricted to certain specifically designated locations and require the permittee have a current New York State Alcoholic Beverage Control Board License. Additional restrictions apply. Contact the Office of Special Events for further information.